

OFFICE VOLUNTEER NEEDED

The Seniors Assistance Center is looking for a volunteer for our front office. Hours are flexible.

Applicant should have a pleasant, outgoing personality to deal with clients at the front window and on the phone. Some computer and general office experience required. Ability to speak Polish or Spanish would be helpful.

Please call Carole or Marianne at 708-456-7979 to set up an appointment.

Job Description **RECEPTIONIST**

- *Greet clients and visitors at window and refer to appropriate staff person.
- *Answer telephone. Give information and assistance to caller or direct call to appropriate person..
- *Distribute vouchers for congregate meal program. Balance bank at end of day.
- *Sell tickets at window for various fundraisers.
- *Open mail and distribute.
- *Log HDM or donation payments.
- *Register new congregate meal clients.
- *Record client activity in client files from pink sheets.
- *And other miscellaneous duties as needed.